

2015 DHITS

PowerPoint Format Guidelines

Font

Calibri (Headings) for titles

Calibri (Body) for body of slide

Font color black or dark blue

Text

- Headings should be no larger than 48 points
- The body text should be no smaller than 16 points and no larger than 36 points
- For Titles, please capitalize the first letter of each word (where appropriate)
- Keep each slide simple
- Slides should only contain essential, bullet-pointed information
- Slides should be used to guide the discussion; therefore the amount of text on each slide should be kept to a minimum
- Avoid CAPITALIZATION
- Be consistent in use of bullet shapes and sizes and punctuation at the ends of bullets

Images and Animations

- Images should be under 144 dpi, including backgrounds
- Please use no more than 3 images per slide
- Make sure details on any graphs you have included will be legible from the back of the room
- Any colors you chose for graphs should be legible for those who are color blind
- Any colors you chose for graphs should still be legible if your slides are printed in black & white or gray scale in PowerPoint. Be sure to test this prior to submitting the presentation.
- Leave out sound effects and background music unless they are related to the content you are presenting
- If using embedded video double check to assure that it works
- Stick with simple animations if you use them at all

Content Slides

- Please ensure that you address all learning objectives listed for your session
- Avoid Acronyms
- Spell check entire presentation
- Use entire URL reference and check for functionality:
http://www.med.navy.mil/dha_dhits/Pages/home.aspx
- **Make sure your presentation is 508 compliant**